

City of Lincoln, Nebraska
CONTRACT FOR CONSTRUCTION DESIGN SERVICES

THIS CONTRACT, executed in triplicate, is between the **City of Lincoln, Nebraska** (City) and
The Schemmer Associates Inc.

(Architect),

a corporation of the state of Nebraska,

with a place of business at:

134 S. 13th Street, Suite 1100
Lincoln, NE 68508

Phone: 402-488-2500 Fax: 402-488-3221

Fed EIN # 47-0520408.

WITNESSETH: That in consideration of the mutual covenants herein contained, the City hereby agrees to employ the Architect to perform architectural and related professional services hereinafter outlined in connection with

Municipal Services Center Remodel

(Project).

SECTION I — SCOPE OF SERVICES

The Architect agrees to timely and professionally complete, furnish and pay all costs, including any related taxes, and to furnish all labor, supplies and material and everything else reasonably necessary to complete the same unless specifically provided otherwise in this agreement for the following services:

A. Basic Services [May delete/uncheck services that do not apply]

a. **Schematic Phase**

- | | | |
|-------------------------------------|------|---|
| <input checked="" type="checkbox"/> | i. | Prepare and deliver preliminary design study and report; |
| <input type="checkbox"/> | ii. | Prepare and deliver field surveys, (where required); and |
| <input type="checkbox"/> | iii. | Prepare and deliver Environmental Site Assessment (Phase 1 or Phase 1 & 2 ASTM standard (E-1527)) or other due diligence reports (where required) |

b. **Design Phase**

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | i. | Prepare and deliver Construction Drawings and Specifications; |
| <input checked="" type="checkbox"/> | ii. | Prepare and deliver Bid Specifications; |
| <input checked="" type="checkbox"/> | iii. | Attend pre-bid conference; |
| <input checked="" type="checkbox"/> | iv. | Assist review and determine bid compliance including recommendation for lowest responsible bidder; |

- ☒ v. Evaluate substitute "or equal" bids and modifications or addenda to bidding documents;
- ☒ vi. Prepare, deliver and award contracts for construction and related Contract Documents; and
- ☒ vii. Review applicable fire safety and code compliance (ADA compliance included).

c. Construction Phase

- ☒ i. Prepare and deliver appropriate applications and supporting documentation for permits, variances and approvals – including grading, utilities, planning/subdivision and floodplain requirements;
- ☒ ii. Meet with building officials for inspections or plan review to obtain permits;
- ☒ iii. Document by memoranda or minutes including summaries of telephone calls where appropriate supplementing site visit and inspection reports to maintain a comprehensive record of the Project;
- ☒ iv. Administer contract for construction;
- ☒ v. Conduct site visits;
- ☒ vi. Review and certify amounts due to contractor;
- ☒ vii. Reject work not in conformance with Contract Documents;
- ☒ viii. Review and approve contractor submittal including shop drawings and, product data and samples for conformance with the Contract Documents; and
- ☒ ix. Prepare change orders with supporting documentation and data.

d. Substantial Completion and Wrap-up

- ☒ i. Conduct inspections to determine Substantial Completion;
- ☒ ii. Forward and coordinate with City applicable warranties as supplied by the contractor;
- ☒ iii. Prepare final Certificate of Payment upon compliance with the requirements of the Contract Documents;
- ☒ iv. Prepare a punch list and 10 month (assumes 1 year warranty period) warranty inspection review and report; and
- ☒ v. Prepare as built or record plans showing any significant changes in the work made during construction.

- B. Supplemental services. [list with correlated not to exceed amount] and additional services as preauthorized by written approval of the City.
- C. Services Description. A description of the services to be performed is listed in Appendix A [Proposal] and the Project Schedule is listed in Appendix B. In the event of a conflict between the terms of Appendix A and this agreement, this agreement shall control.

SECTION II — COMPENSATION

For the services covered by this Contract, the City agrees to pay the Architect as follows:

- A. For Basic Services: Cost plus reimbursement of actual expenses with an agreed maximum amount. Architect agrees to request payment according to the substantial completion of the following milestones in compliance with the Project schedule listed in Appendix B:
 - o Schematic Phase 20%;
 - o Design Phase 40% (60% cumulative);

- Construction Phase 30% (90% cumulative); and
 - Substantial Completion – Wrap-up 10% (100% cumulative)
- B. For supplemental services: Cost plus reimbursement of actual expenses plus 12 percent of cost for fixed fee, with an agreed maximum amount to be billed. A maximum amount for each item of supplemental services will be established and approved by the City before the work is started. Supplemental services are not included in any of the prices or billing limits named above.
- C. The Architect is responsible for determining if its actual costs will exceed the maximum amount stated above. If at any time during this Project, the Architect determines that its costs will exceed, or have exceeded the maximum amount stated above, the Architect must immediately notify the City in writing and describe which costs are causing the overrun and the reason. The Architect must also estimate the additional costs needed to complete the work. The City will then determine if the maximum amount is to be increased, and an amendment will be prepared if needed.
- D. The City is not responsible for costs incurred prior to the Notice-to-Proceed date or after the completion deadline date stated in Appendix B of this agreement.
- E. The fixed-fee is computed upon actual costs including direct labor costs, direct non-labor costs, and overhead costs as follows:
 - a. **Direct Labor Costs** are the earnings that individuals receive for the time they are working directly on the Project.
 - i. Hourly rates: For hourly employees, the hourly earnings rate is based on the compensation received during the pay period that the work is performed, and dividing that compensation by the hours paid. For salaried employees, the hourly earnings rate is determined by dividing the employee's fixed annual compensation by the number of hours normally expected to be worked that year. In those pay periods which the employee works more hours than normally expected and does not receive additional compensation at least equal to the normally expected hourly rate, the rate for that pay period will be determined by dividing the actual compensation by the actual hours reported.
 - ii. Time records: The hours charged to the Project must be supported by adequate time distribution records. The records must clearly indicate the distribution of hours to all activities on a daily basis for the entire pay period, and there must be a system in place to ensure that time charged to each activity is accurate.
 - b. **Direct Non-Labor Costs** charges in this category include per diem expenses for personnel away from their base of permanent assignment, communication costs, reproduction and printing costs, computer charges, special equipment and materials required for the Project, special insurance premiums if required solely for this agreement, and such other similar items. Payment for these items must be made on receipted invoices whenever possible, or on certified billings of the Architect. For purposes of standardization on this agreement, automobile mileage will be reimbursed at the IRS approved rate for mileage expenses for federal income purposes and computer charges will only be allowed with prior written approval not to exceed actual reasonable cost. All lodging, airfare and other applicable discounts for expenses shall be passed on to the city in calculating reasonable costs. Meals are not eligible for reimbursement if the employee eats within 20 miles of their base.
 - c. **Overhead Costs** include indirect salary costs, indirect non-salary costs, and

direct salary additives that are allowable in accordance with 48 CFR 31. Overhead costs are to be allocated to the Project as a percentage of direct labor costs. The Architect will be allowed to charge the Project using its actual allowable overhead rate. Overhead rate increases which occur during the Project period will not be cause for an increase in the maximum amount established in paragraph A of this section.

- F. Invoices. The Architect should submit invoices to the City at monthly intervals. The invoices must present actual direct labor, actual overhead, and actual direct non-labor costs, as well as a prorated amount of the fixed-fee based upon the actual direct labor and overhead costs billed for that period relative to the Architect's estimated total direct labor and indirect overhead costs and the milestones provided in section A above, until 100 percent of the fixed-fee has been billed. The invoices must identify the hours worked and each individual's actual labor cost. Direct non-labor expenses must be itemized and provide a complete description of each item billed.
- G. Progress Reports. Monthly invoices must be substantiated by progress reports which indicate the percent of work completed. If the Architect does not submit a monthly invoice, it shall submit its progress report by the fifth day of each month.
- H. Payment. The City will make every effort to pay the Architect within 30 days of receipt of the Architect's invoices. Payment is dependent upon whether the monthly progress reports provide adequate substantiation for the work and whether the City determines that the work is satisfactory. Upon determination that the work was adequately substantiated and satisfactory, payment will be made in the amount of 100 percent of the billed actual costs and fixed-fee. After the Architect has completed all work required under this agreement, a final bill must be sent to the City. Upon acceptance by the City, a final audit of all invoiced amounts may be completed by the City or its authorized representative.
- I. Final Payment. The acceptance by the Architect of the final payment will constitute and operate as a release to the City for all claims and liability to the Architect, its representatives, and assigns, for any and all things done, furnished, or relating to the services rendered by or in connection with this agreement or any part thereof. The Architect agrees to reimburse the City for any overpayments discovered by the City or its authorized representative.
- J. Audit Standards. The Architect shall maintain, and also require that its Sub-Consultants/Subcontractors maintain, all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and shall make such material available for examination at its office at all reasonable times during the agreement period and for three years from the date of final payment under this agreement. Such materials must be available for inspection by the City, State, FHWA, or any authorized representative of the federal government, and when requested the Architect shall furnish copies.

SECTION III — CITY'S RESPONSIBILITIES

The City will furnish, as required for the work and not at the expense of the Architect, the following items:

- A. Property, boundary, easement, right-of-way, and utility surveys, and property descriptions when such information is required.
- B. All exploratory work, such as core borings, penetration tests, soundings, and subsurface explorations; and laboratory tests and analyses.
- C. All maps, drawings, records, audits, annual reports, and other data that are available in the files of the City and which may be useful in the work involved under this contract, including existing surveys, maps, and boring information for the site. Such

information is supplied "where is – as is" for the Architect's review. Architect must identify and specifically request available information by itemized request with sufficient detail to identify existing documents. The City does not warrant or represent that such information is accurate or complete with regard to the Project. Architect understands and agrees that Architect is not entitled to rely upon the available information provided by the City as such information may contain errors, omissions, misrepresentations, uncharacteristic representations or other inconsistencies including inconsistencies or changed conditions that may not be readily discernable but should be reasonably discovered by the Architect's exercise of due care.

- D. Access to public and private property, as necessary, when required in conduct of field investigations.
- E. Office desk space for the Architect's personnel during preliminary investigations.
- F. Shop, mill, or laboratory inspection of materials, or laboratory testing service. The Architect will review the reports furnished by such laboratories.
- G. Charges for review of drawings and specifications by governmental agencies, if any.
- H. Royalties and fees for patented processes used in the work, except those required to be paid by construction contractors as part of the construction contract.

SECTION IV — OTHER MATTERS

It is mutually understood and agreed:

- A. Termination. The City has the right to terminate this contract for any cause, including convenience in which event the Architect shall be paid on the basis of percentage of completion of the work to be performed hereunder. The ownership of the work completed at the time of such termination shall be retained by the City. In addition, the City may terminate this agreement in whole or in part when funding is not lawfully available for expenditure or when sources of funding are terminated, suspended, reduced, released, or otherwise not forthcoming through no fault of the City.
- B. Change in Scope. A change in scope of work shall be accompanied by a corresponding adjustment in the compensation to be paid hereunder, which adjustment shall be as may be mutually agreed upon between the parties hereto prior to the implementation of such change in scope.
- C. Project Representatives. Tim Pratt will act as the City's authorized representative for this Project and Patricia Birch will act as the Architect's authorized representative. The Architect's authorized representative shall have direct and responsible charge for timely completing the Architect's responsibilities. All changes and other matters requiring decisions on the part of the City will be administered and directed by the City Project Representative.
- D. Cost Estimates. Architect's Construction Estimates are done to industry standards and comply with minimum specifications for city construction using unit prices where possible.
- E. City's Concerns. Design documents shall itemize and list the Architect's responses to City concerns or comments on schematic review.
- F. Signatures and Approvals. Architect's design documents shall be complete for bidding purposes and include all required seals, signatures and approvals.
- G. Changes. Architect may only authorize changes in the work not involving changes to the contract Sum or Contract Time.
- H. Advisory Capacity for Disputes. In disputes between the City and Project contractor, the Architect shall advise the City issues concerning performance under the contract documents. Architect may decide issues solely on matters of aesthetic effect

- consistent with contract documents.
- I. Ownership of Drawings and Specifications. Drawings, specifications, and other deliverables shall become the property of the City as soon as payment for the same has been completed. The Architect may retain copies of all information for their records and use if they so desire. It is mutually agreed that these documents are to be used by the City solely in connection with this Project. In the event the City elects to use portions of or all of the information contained in the documents prepared for this Project, for any purpose other than the specific purpose for which they were prepared, the City agrees to hold harmless and indemnify the Architect for and against any and all liability, including cost of defense, in any manner whatsoever arising out of the utilization of such information.
 - J. Architect's Supervision, Seal. The Architect shall perform all required services under the direct supervision of a registered professional architect licensed to practice in the State of Nebraska. The Architect, also, hereby agrees to affix the seal of a registered professional architect licensed to practice in the State of Nebraska on all plans and specifications prepared hereunder.
 - K. Independent Contractor. The status of Architect including Architect's agents and employees, under or by virtue of the terms of this Contract is that of independent contractor to the City.
 - L. Compliance with Law. Architect shall comply with all Federal and State laws and City ordinances applicable to the work.
 - M. Fair Employment Practices. Neither the Architect nor the Architect's agents or employees shall discriminate against any employee or applicant for employment, or be employed in the performance of this contract, with respect to his hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, sex, disability, national origin, ancestry, age, or marital status pursuant to requirements of Section 48-1122, Nebraska Reissue Revised Statutes, Reissue 1998 (as amended) and Section 11.08.160 of the Lincoln Municipal Code (as amended).
 - N. Indemnification. Architect shall indemnify, defend and save harmless the City of Lincoln, Nebraska, or its representatives from all claims, demands, suits, actions, payments, liability, and judgments, including reasonable attorney's fees arising out of the activities of Architect or of Architect's agents, servants, or employees. In this connection, Architect shall carry insurance in the following kinds and minimum limits as indicated:
 - 1. **Worker's Compensation Insurance and Employer's Liability Insurance.** The Architect shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this State covering all his employees, and in the case of any work sublet, the Architect shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The architect shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$500,000 in an insurance company authorized to write such insurance in all states where the Architect will have employees located in the performance of this contract, and the Architect shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.
 - 2. **Public Liability Insurance.** The Architect shall maintain during the life of this contract, Public Liability Insurance, naming and protecting him and the City of Lincoln against claims for damages resulting from (1) bodily injury, including wrongful death, (2) personal injury; liability, and (3) property damage which may arise from operations under this contract whether such operations be by himself

or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be a combined single limit of \$1,000,000 and \$2,000,000 aggregate.

- i. The coverage shall be provided under a Comprehensive General Liability form of policy or similar thereto including contractual liability; and
- ii. The property damage coverage shall include a Broad Form Property Damage Endorsement and shall include the following extensions of coverage: Contractual Liability, Products Liability and/or Completed Operations.

3. **Automobile Liability Insurance.** The Architect shall take out and maintain during the life of this contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from (a) bodily injury, including wrongful death, and (b) property damage which may arise from the operations of any owned, hired, or non—owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

- i. Bodily Injury Limits \$ 500,000 Each Person
\$1,000,000 Each Occurrence
- ii. Property Damage Limit \$ 500,000 Each Occurrence
- iii. Combined Single Limit \$1,000,000 Each Occurrence

4. **Professional Liability Insurance.** The Architect shall maintain during the life of this contract, Professional Liability Insurance, naming and protecting Architect against claims for damages resulting from the Architect's errors, omissions, or negligent acts. Such policy shall contain a limit of liability not less than \$2,000,000 excluding defense costs and claim expenses.

5. **Certificate of Insurance.** The insurance specified above shall be written by a company duly authorized and licensed to do business in the State of Nebraska and shall be maintained until Architect's work has been completed and accepted by the City. A certificate of insurance evidencing policies required shall be furnished the City of Lincoln, such certificate shall specifically indicate that insurance policies shall give the City at least thirty (30) days written notice in the event of cancellation of or material change in any of the policies.

- O. **Copyrights, Royalties & Patents.** Without exception, Architect represents the consideration for this agreement includes Architect's payment for any and all royalties or costs arising from patents, trademarks, copyrights, and other similar intangible rights in any way involved with or related to this agreement except those required to be paid by construction contractors as part of the construction contract. Further Architect shall pay all related royalties, license fees, or other similar fees for any such intangible rights. Architect shall defend suits or claims for infringement of any patent, copyright, trademark, or other intangible rights in any way related to this agreement. This section survives any termination of this agreement.

- P. **Copyright -- Architect's Warranty.**

1. Architect warrants that all material, processes, or other protected rights to be used in the Services have been duly licensed or authorized by the appropriate parties for such use. This section survives any termination of this agreement.
2. Architect agrees to furnish the City upon demand written documentation of such license or authorization. If unable to do so, Architect agrees that the City may withhold a reasonable amount from Architect's compensation herein to defray any

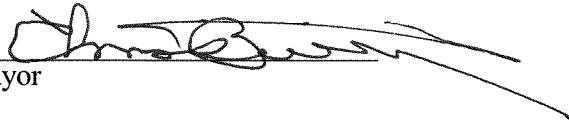
associated costs to secure such license or authorization. Architect shall defend any infringement claim arising out of Architect's performance of this agreement.

This section survives any termination of this agreement.

- Q. Industry Standards. Architect warrants to the City that the services to be performed under this agreement shall be in accordance with accepted and established practices and procedures recognized as such in Architect's trade in general and that Architect's services shall conform to the requirements of this agreement.
- R. Nebraska Law. This agreement shall be governed and interpreted by the Laws of the State of Nebraska without reference to the principles of conflicts of law.
- S. Integration, Amendment & Assignment. This agreement represents the entire agreement between the parties and all prior negotiations and representations are hereby expressly excluded from this agreement. This agreement may be amended only by written agreement of both parties. Any subletting, assignment or transfer of any services to be performed by the Architect is hereby prohibited unless prior written consent of the City is obtained. This contract shall be binding upon the successors and assigns of the parties hereto
- T. Capacity. The undersigned person representing Architect does hereby agree and represent that he or she is legally capable to sign this agreement and to lawfully bind Architect to this agreement.

IN WITNESS WHEREOF, City and Architect do hereby execute this agreement.

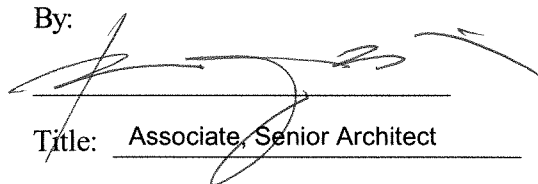
City of Lincoln, Nebraska



Mayor

Architect

By:



Title: Associate, Senior Architect

Schedule of Hourly Rates

Effective January 1, 2011

Standard Rates	
Principal	\$ 195.00
Senior Project Manager	\$ 155.00
Project Manager	\$ 120.00
Senior Registered Architect	\$ 145.00
Registered Architect	\$ 120.00
Senior Design Architect	\$ 120.00
Architect	\$ 85.00
Interior Architect	\$ 85.00
Senior Registered Engineer	\$ 145.00
Registered Engineer	\$ 110.00
Senior Engineer E.I.	\$ 115.00
Engineer E.I.	\$ 85.00
Senior Design Engineer	\$ 160.00
Design Technician II	\$ 90.00
Design Technician	\$ 85.00
CADD Technician	\$ 65.00
Senior Project Representative	\$ 120.00
Project Representative	\$ 85.00
Senior Registered Land Surveyor	\$ 115.00
Registered Land Surveyor	\$ 90.00
3 Man Survey Crew	\$ 175.00
2 Man Survey Crew	\$ 135.00
1 Man Survey Crew	\$ 80.00
Survey Party Chief	\$ 75.00
Survey Instrument Person	\$ 65.00
Field Technician III	\$ 75.00
Field Technician I	\$ 45.00
Administrative Support	\$ 65.00

NOTE: Hourly rates are subject to change annually on the first day of the month of January of each year.

Iteris, Inc.



STANDARD FEE SCHEDULE

STAFF LEVEL	HOURLY RATE
Vice President/ Principal	\$ 205 - 260
Associate Principal/Associate Vice President/Director	\$ 175 - 240
Senior Systems Engineer/Senior Program Manager	\$ 130 - 225
Senior Software Engineer/Senior Modeler	\$ 125 - 215
Senior Transportation Engineer/Planner/Traffic Design	\$ 125 - 195
Software Engineer/Application Technician	\$ 80 - 160
ITS Designer/Technician	\$ 120- 150
Transportation/Systems Engineer/Program Manager	\$ 100 - 145
Transportation Engineer/Planner	\$ 105 - 140
Associate Transportation Engineer/Planner	\$ 90 - 130
Assistant Transportation Engineer/Planner	\$ 85 - 110
Project Administration	\$ 95 - 115
Technical Support/Editing/Senior Administration	\$ 40 - 90
Graphics Support	\$ 75 - 90
Administrative Support	\$ 55 - 85

Standard Terms and Conditions

- Categories and Rates listed are for estimating purposes. Billings will be monthly at the individual Categories and Rates for the persons actually performing the work during the performance period and are subject to annual adjustment.
- Expenses will be billed at cost plus 10 percent for service and handling. Expenses include project-related costs, such as subcontractor services, traffic counts, postage/delivery service, reproduction, transportation, and subsistence.

Effective through March 25, 2011.

APPENDIX A

SCOPE OF SERVICES

Municipal Services Center Remodel (formerly Experian Complex)
The Schemmer Associates Inc.

- A. Project shall consist of multiple phases which will be implemented over a multi-year period.
1. Phase One shall consist of:
 - Engineering Services offices, to be located at the second level of the 949 Building, approximately 17,350sf (ES Lab will not be included in Phase One; it will remain in its current location for another year)
 - Radio Shop, approximately 7,900sf, to be located in the 901 Building
 - Bureau of Fire Prevention, approximately 5,350sf, to be located in the 901 Building
 - Urban Search and Rescue, approximately 29,450sf, to be located in the 901 Building
 2. Entities for subsequent phases include:
 - 911 Communications (except Radio Shop which is Phase One)
 - Lincoln Fire & Rescue
 - Public Works: Traffic Operations, West District Street Maintenance, Fleet Services
 3. The following entities are yet to be determined as occupants:
 - Parks & Recreation Maintenance.
 - Police Evidence
 - K-9
 - Fire Administration
- B. Schemmer will provide professional architectural, civil, structural, mechanical, electrical and interior design services to remodel the Municipal Services Center (formerly the Experian Complex). Phase One Scope of Services shall consist of:
1. Finalizing of the Master Plan document to determine approved locations for each department/entity that will be housed in the Municipal Services Center. Master Plan documents developed to-date and provided by the Owner will be used, as directed. Owner to confirm the department/entities that will be located at the MSC.
 2. Tours of current locations of departments/entities that will be moved to the MSC.
 3. Documentation and verification, to the extent possible, of existing conditions of the MSC including architectural, structural, mechanical, electrical systems.
 4. Assessment of existing systems for serving the needs of Phase One and future phases.
 5. Implementation plan for Phase One. System upgrades and/or additions which are recommended for future phases will be provided. Architect will utilize previous estimates of probable construction cost as a basis for updating preliminary costs.
 6. Two bid packages to be provided:
 - a. Engineering Services offices.
 - b. Remainder of Phase One entities.
 7. Schematic Design documents will be provided to the Owner for review and comment, for each bid package. Opinion of probable construction cost to be updated.
 8. Construction Documents will be provided to the Owner for review and comment at 60% completion and 90% completion, for each bid package. Updates to the opinion of probable construction cost to be provided.

9. Bidding Phase services, as outlined in the Contract.
 10. Construction Administration Phase services, as outlined in the Contract.
 11. One-year Warranty Phase services, as outlined in the Contract.
 12. Meetings shall include:
 - Kick-off meeting with Phase One entities.
 - Schematic Design review, coordinated with a regularly-scheduled meeting.
 - 60% and 90% reviews, coordinated with regularly-scheduled meetings.
- C. Schemmer's consultant, Iteris, Inc., will provide the following services, in conjunction with Paragraph B above:
1. Review of existing site Master Plan relative to 911/EOC/TMC center elements.
 2. Potential preparation of Master Plan relative to 911/EOC/TMC center.
 3. Tour/review of current 911/EOC/TMC site to understand planning/design issues.
 4. Review of MSC site and existing communications infrastructure and/or other systems relative to 911/EOC/TMC space elements.
 5. Preliminary wireless (cellular or radio) site survey studies or analysis.
 6. Concept design support as needed related to the 911/EOC/TMC space elements.
 7. Review of concept, preliminary or final plans/construction documents as it relates to 911/EOC/TMC space elements.
 8. Communications (fiber or wireless) design support for Phase One elements.
 9. Possible 911/EOC/TMC scanning tour if desired by stakeholders.
 10. Coordination and meeting attendance as needed.
 11. Necessary assistance with bidding and/or construction phase services.
- D. Services not included:
1. Furnishings selection and specification, or procurement.
 2. Design of auxiliary systems (such as door access control and CCTV).
 3. Signage design and specification.
 4. Geotechnical engineering.
 5. Surveying.
 6. LEED documentation for certification.
 7. Hazardous materials identification or documentation for remediation.
 8. Head-in equipment for voice and data.

APPENDIX B

SCHEDULE

Municipal Services Center Remodel (formerly Experian Complex)
The Schemmer Associates Inc.

The following schedule relies on the Owner's ability to provide decisions and reviews in a timely manner, and as outlined below.

CONTRACT

Jan 31: Contract presented to City Council
Jan 31 – Feb 21: City review, 3 weeks
Feb 21: City Council approval; NTP

PRELIMINARY SERVICES

Jan 31 – Feb 21: Program verification, tours, MSC building and systems documentation and assessment. All entities that are to be included in the MSC and their locations are to be determined and approved.

SCHEMATIC DESIGN

Feb. 21 – Mar 8: SD, 2 weeks
Feb. 24: Project Kick-off Meeting
Mar 8: SD Review meeting
Mar 14: Owner review comments due to Architect; SD documents approved by Owner, with exceptions as noted

BID PACKAGE 1

Mar 9 – Apr 21: CD: Bid Package 1, Engineering Services offices; 6 weeks
Mar 24: Review meeting, ES 60% CD
Mar 30: Owner review comments due to Architect
Apr 7: Review meeting, ES 90% CD
Apr 13: Owner review comments due to Architect
Apr 21: Release Bid Package 1, Engineering Services Offices

Apr 21 – May 12: Bidding, Bid Package 1; 3 weeks
May 12: Bids due

May 13 – Jun 3: Contract Negotiation; 3 weeks
Jun 6: City Council approval; NTP
Jun 7: GC mobilization

BID PACKAGE 2

Mar 10 – Jun 9: CD: Bid Package 2; 13 weeks
Mar 24: Review meeting
Apr 7: Review meeting
Apr 28: Review meeting, 60% CD
May 4: Owner review comments due to Architect
May 12: Review meeting
May 26: Review meeting, 90% CD

Jun 1: Owner review comments due to Architect
Jun 9: Release Bid Package 2

Jun 9 – Jun 30: Bidding, Bid Package 2; 3 weeks
Jun 30: Bids due

Jul 1 – Jul 22: Contract Negotiation, 3 weeks
Jul 25: City Council approval; NTP
Jul 26: GC mobilization